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UNITED STATES DEPARTMENT OF AGRICULTURE  
 Production and Marketing Administration  
 Washington 25, D.C.

NUMBER 231

JUNE 19, 1950

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

SECRETARY'S  
 MEMORANDUM  
 No. 1253

NATIONAL FARM SAFETY WEEK: The week of July 23 - 29 has been proclaimed by the President as National Farm Safety Week. The Secretary has asked each agency to assist in every possible way to improve the safety record in Agriculture. It is the policy of PMA to cooperate fully in the undertaking. A copy of Secretary's Memorandum #1253, the Presidential Proclamation, and a Department Fact Sheet are attached. Distribution of these and other material has been made to state and county PMA offices.  
 DISTRIBUTION: A, B.

NEW AND REVISED INSTRUCTIONS

201.2  
 5-22-50

CERTIFYING OFFICERS: This instruction prescribes procedure for the designation and appointment of officers authorized to certify vouchers for payment, the revocation of such authority, and defines the responsibilities and accountability of authorized certifying officers. Further instructions pertaining to CCC activities will be issued under PMA 201.3. (See separate notice on this PT regarding Forms Manual Insertions for the forms referred to in this instruction.) DISTRIBUTION: A, B-09, B-15. (Distributed separately)

313.1  
 6-9-50  
 REVISED

EMPLOYMENT UNDER LETTERS OF AUTHORIZATION: This instruction has been revised to (1) change certain authority numbers to agree with current Civil Service Commission regulations, (2) substitute a new item H in paragraph V for old item H, which is no longer used, (3) change the item numbers on Standard Form 50 to agree with the latest revision of that form dated October 1949, and (4) correct various other items to bring them into agreement with current regulations or procedures. Remove PMA 313.1 dated 5-6-49 and insert the revised instruction. (Distributed Separately)  
 DISTRIBUTION: A, B.

FORMS MANUAL INSERTIONS

Insert the attached Forms Manual Insertions in the Forms Manual:

TREAS. DEPT.  
 (No Number)

SCHEDULE OF OFFICERS OR EMPLOYEES AUTHORIZED TO CERTIFY VOUCHERS FOR PAYMENT TO DISBURSING OFFICERS UNDER THE EXECUTIVE BRANCH OF GOVERNMENT: PMA Instruction covering use: 201.2. DISTRIBUTION A, B-09, B-15.

FORMS MANUAL INSERTIONS (CONT'D)

TREAS. DEPT.      REVOCATION OF AUTHORITY TO CERTIFY VOUCHERS FOR  
(No Number)      PAYMENT TO DISBURSING OFFICERS UNDER THE EXECUTIVE  
                    BRANCH OF THE GOVERNMENT: PMA instruction covering  
                    use: 201.2.      DISTRIBUTION: A, B-09, B-15

TREAS DEPT.      BOND - CERTIFYING OFFICER: PMA Instruction covering  
(No Number)      use: 201.2.      DISTRIBUTION: A, B-09, B-15

TREAS. DEPT.      SIGNATURE CARD: PMA instruction covering use: 201.2  
No. 1686      DISTRIBUTION: A, B-09, B-15

OBSOLETE FORMS

A list of obsolete forms dated June 19, 1950, is being distributed with this Procedure Transmittal and Check Sheet, for addition to "Obsolete Forms Supplement 1" dated February 15, 1950.      DISTRIBUTION: A, B.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

April 13, 1950

MEMORANDUM NO. 1253

National Farm Safety Week  
July 23-29, 1950

The President's Proclamation calling upon the Nation to observe the last week in July as National Farm Safety Week appears on the other side of this memorandum. This observance is sponsored by the National Safety Council and the Department of Agriculture, in cooperation with many agencies and individuals who are making a determined effort to reduce the serious toll of farm accidents. The theme for the week suggests individual responsibility for learning and observing good rules for the safety of oneself and others.

Information collected by the Bureau of Agricultural Economics and the Safety Council reveals a widespread incidence of preventable accidents on farms. About 17,500 farm lives are lost by accidents each year and over a million farm people are injured. Surveys show an average loss of twenty days from work or regular activity for each of these injuries. The dollar cost of medical care, time lost, and property damage from accidents and fires affecting farm people is probably around a billion dollars annually — a sizable fraction of annual farm income. The cost in human misery is incalculable.

Therefore, I am calling upon the Department to assist in every possible way to improve the safety record of agriculture. National Farm Safety Week provides an opportunity to focus attention on the year-round problem of farm safety. Agencies of the Department dealing directly with farm people will again bear the major responsibility for promoting and coordinating the Safety Week program, under leadership of the Extension Service. But I urge all agencies of the Department, through their publications and other educational media, to give vigorous support to the program.

*Charles F. Brannan*

Secretary



# NATIONAL FARM SAFETY WEEK

1950

By the President of the United States of America

## A Proclamation

*Whereas: the widespread occurrence of preventable accidents is a matter of national concern; and*

*Whereas: experience has demonstrated the value of a concentrated effort to stress the importance of learning and conscientiously observing farm-safety rules; and*

*Whereas: a wider awareness of those rules would result in a material reduction of the accident toll among farm people;*

*Now, therefore, I, Harry S. Truman, President of the United States of America, do hereby designate the week beginning July 23, 1950, as National Farm Safety Week, and I earnestly request all organizations and individuals interested in farm life and the welfare of farm people to join in a continuing campaign designed to promote the safety of workers on the farm.*

*I also request the United States Department of Agriculture and other appropriate Federal agencies, as well as farm and safety organizations, schools, civic groups, and all media of public information to encourage the study and observance of farm-safety rules during the designated week and throughout the year.*

*In Witness Whereof, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.*

*Done at the city of Washington this eleventh day of April in the year of our Lord nineteen hundred and fifty, and of the Independence of the United States of America the one hundred and seventy fourth.*



*By the President:*

*Dean Acheson*  
Secretary of State

*Harry Truman*

1950 THEME: LEARN AND OBEY  
FARM SAFETY RULES

# National Farm Safety Week

JULY 23-29, 1950

U. S. DEPARTMENT OF AGRICULTURE

## FACT SHEET



THESE ARE THE FACTS	CALENDAR	OUR 1950 GOAL
<p>Each year, according to estimates made by the National Safety Council and the National Fire Protection Association, farm people sustain about</p> <p>17,500 fatalities from accidents;</p> <p>1,500,000 disabling injuries caused by accidents;</p> <p>35,000 buildings destroyed by fire.</p> <p>The annual losses represented by these accidents and fires are probably around \$1,000,000,000.</p> <p>The cost represents the equivalent of an annual tax of \$35 per year to every farm resident throughout the country.</p> <p>Most of this COULD BE PREVENTED</p>	<p>July 23 - Sunday - Church Day, with the emphasis on saving a life</p> <p>July 24 - Monday - Home Safety Day, with the accent on good housekeeping.</p> <p>July 25 - Tuesday - Livestock Safety, with the accent on handling animals safely.</p> <p>July 26 - Wednesday - Safety from falls.</p> <p>July 27 - Thursday - Highway Safety Day.</p> <p>July 28 - Friday - Machinery Safety Day.</p> <p>July 29 - Saturday - Review Day. Review of all phases of accident prevention, particularly learning and practicing farm safety rules.</p>	<p>To encourage ALL FARM RESIDENTS to</p> <p>LEARN AND OBEY FARM SAFETY RULES.</p> <p>Let's bring our farm accident rate down.</p> <p>If we can reduce the accident rate by 10 percent this year</p> <p>WE WILL SAVE <u>1,750 lives,</u></p> <p>Prevent 150,000 disabling accidents; and</p> <p>SAVE \$100,000,000.</p> <p>Use the list of rules on page 3 as a basis of your efforts to reduce this heavy annual toll.</p>

## SPONSORS OF NATIONAL FARM SAFETY WEEK

The National Safety Council, which conceived *National Farm Safety Week* in 1944, and the United States Department of Agriculture, in cooperation with the National Fire Protection Association, the Farm Equipment Institute, the American Farm Bureau Federation, the Farmers' Union, the National Grange and many other organizations interested in agriculture and farm life.

The President of the United States has officially proclaimed *National Farm Safety Week* each year.

## SURVEY RESULTS ON 2000 FARM ACCIDENTS

A survey of nearly 2000 farm accidents made by the Department of Agriculture showed the following kinds occurring in the order of frequency shown. The severity of the different kinds of accidents is reflected in the average number of days lost and the average medical cost of each kind. Figures do not include time or dollar costs for fatal or permanent total disability accidents.





## LEARN AND OBEY FARM SAFETY RULES

The National Safety Council believes that a knowledge of the hazards and a determination to eliminate them is essential to safety in agriculture. Rules are reminders of some of these hazards and of the best ways to deal with them. One of these rules may save a life on your farm this year.

Check over the list of 15 simple rules below, and make special note of any that you do not habitually observe. They are the ones you need most to learn this Farm Safety Week, and to be watching for during the year ahead.

1. Keep walkways and steps in good repair, unobstructed and well lighted.
2. Keep ladders in good repair and easily accessible in case of emergency.
3. Always stop a machine before unclogging, oiling, or adjusting it. Keep all machine guards and safety devices in place.
4. Don't wear loose and floppy clothes around machinery.
5. Start tractors smoothly and turn corners slowly - avoid ditch banks and soft ground - always hitch to the drawbar.
6. Speak to animals when approaching them. Keep them calm by acting with calm self assurance yourself.
7. Always keep bulls in safe bull pens. Never handle bulls unless they are properly restrained.
8. Know and obey all traffic laws. Stop driving if you get sleepy. Never ride with a driver who has had a "drink".
9. Keep your back straight and lift heavy loads with your leg muscles. Don't try to lift anything that is too heavy for you.
10. Use the right tools for the job - make sure they are in good condition - keep them in a safe place.
11. Give prompt attention to even minor injuries.
12. Keep guns unloaded except when actually using them. Treat every gun as though it were loaded. And NEVER aim at anything you don't want to shoot.
13. Don't use kerosene to start fires. Pour kerosene or gasoline outdoors to prevent the accumulation of treacherous vapors. Dry clean outdoors.
14. Don't smoke around the barn.
15. Never swim alone. Never dive into water without first determining the depth. And be careful around boats of any kind - never stand up in small boats.

## LOOK AHEAD AND BE READY TO COPE WITH THESE HAZARDS

Just ahead is the busy harvest season when farm accidents reach the highest point of the year. This is the time to be especially careful with machinery and tools. Thousands of farm workers will be seriously injured or killed because of not following the simple precautions outlined for handling tractors and other farm machinery. Thousands more will be laid up for a week or two because of mishandling axes and other hand tools – many with loss of fingers or toes.

With the coming of winter, fires will be an increasing hazard and thousands of homes and out-buildings will burn down, unless precautions are taken. Motor vehicle accidents, a source of the most severe injuries all year round, will be even more frequent than usual, because of icy roads. Falls in and around houses will continue to be numerous, because of cluttered stairways inside and icy steps outside.

Spring will bring another rash of tractor accidents, connected with plowing and harrowing. An average of 10 or more people in every county will be kicked, thrown or stepped on by horses or cows – injuries mostly preventable by proper handling of animals.

All kinds of haying accidents will occur during the summer: workers will get their hands caught in hay ropes and pulleys; others will fall from hay mows or have loads of hay fall on them. Some will run pitch forks into their feet. Many severe cuts will be suffered by those who get hands or legs caught in combines or threshing machines. With children out of school, recreational accidents will reach a peak.

These are a few of the hazards that will lead to accidents in the year ahead. To protect yourself from them, LEARN, REMEMBER, AND OBEY FARM SAFETY RULES.

### WHAT CAN INTERESTED ORGANIZATIONS DO?

Organizations interested in farm life and welfare can help by calling attention to the need for accident prevention and by sponsoring contests, demonstrations, and safety talks in their programs.

### WHAT CAN PRESS AND RADIO DO?

Newspapers and magazines can run editorials, cooperative advertising supplied by the Advertising Council, stories of farm accidents, local plans for safety campaigns, local accident statistics, and national background material.

Radio networks and local stations can broadcast live spot announcements based on this fact sheet, interviews with accident victims, talks by program leaders, special farm safety events, transcriptions supplied by the National Safety Council and the United States Department of Agriculture, and by arranging for short messages on regular farm radio commercial shows.

Some radio stations in the past have arranged for such special programs as "My Farm Safety Hint," and "My True Accident Story," contests, hazard hunts, etc.

### WHAT CAN FARM PEOPLE DO?

Learn and practice farm safety rules to eliminate the unsafe habits and conditions that cause accidents.

Make their farms and homes much safer by resolving to do things the right way – which means the commonsense safe way.

Make farm safety a family affair 365 days a year.

Note: Additional farm safety information is available from the United States Department of Agriculture, Washington 25, D. C., the National Safety Council, 20 N. Wacker Drive, Chicago 6, Ill., and from State Agricultural Extension Services and their County Agricultural and Home Demonstration Agents.

<p><b>Form No. 1686</b>  <b>TREASURY DEPARTMENT</b>  <b>BUREAU OF ACCOUNTS</b>          (Revised 4-1-40)</p>	<p><b>SIGNATURE CARD</b></p>	<p><small>Certifying officer under public law No. 389, approved December 29, 1941.</small></p>
<p>Department, establishment, or agency .....</p>		
<p>Bureau or office .....</p>		
<p>Official signature of officer or employee authorized to certify vouchers for payment .....</p>		
<p>(Official signature)</p>		
<p>Class of vouchers .....</p>		
<p>I certify that the above is the official signature of .....          who has been authorized to certify vouchers for payment. ....</p>		
<p>(Full name exactly as it appears at line 1 of bond)</p>		
<p>Date ..... Title .....</p>		
<p>(Reverse must be completed)</p>		
<p>16-12869-2</p>		

## REVERSE OF SIGNATURE CARD

Certifying officer's bond references:

Date of bond .....

Surety .....

Penalty .....

Office address of certifying officer:

Street and number .....

City and State .....

U. S. GOVERNMENT PRINTING OFFICE 16-12869-1

FORM NO.: Treasury Form No. 1686  
 TITLE: SIGNATURE CARD

ACTUAL SIZE: 3" X 5"  
 PRINTED: 1 card, both sides

**PREPARATION:** Eight cards by designated authorized certifying officer. If payments will be certified through more than one disbursing office, an additional signature card is required for each additional disbursing office.

**DISTRIBUTION:** All cards to AF Division, Fiscal Branch for forwarding to Office of Budget and Finance with the Schedule of Officers or Employees Authorized to Certify Vouchers, to be forwarded to Treasury Department with the original and two copies of signed schedule.

**PROCEDURE COVERING USE:** PMA 201.2

**DISTRIBUTION:** A, B-09, B-15  
 5-22-50

Agriculture - Washington



















## OBSOLETE FORMS

THE FOLLOWING FORMS HAVE BEEN DECLARED OBSOLETE AND SHOULD BE ADDED TO "OBSOLETE FORMS - SUPPLEMENT 1".

OBSOLETE FORM	TITLE	SUPERSEDED BY
38-AAA-1	Instructions for Rev. of MQ's	MQ-52
38-AAA-2	MQ Review Regulations	MQ-51
38-AAA-3	Applic. for Rev. of MQ	MQ-53
38-AAA-4	Notice of Untimely Filing	MQ-54
38-AAA-5	Notice of Insufficiency	MQ-55
38-AAA-6	Notice of Hearing	MQ-56
38-AAA-7	Order of Dismissal	MQ-57
38-AAA-8	Determination of Rev. Com.	MQ-58
38-AAA-9	Oath of Rev. Committeemen	MQ-59
AAA-425	Statement of Allotment Transactions	PMA-581
AAA-426	Breakdown of Audited Vouchers	
AAA-427	Statement of Transactions - S/D	
ACP-219A	Cons. Practices in Use & to be Established	
Commodity Loan Form 49 (8-12-49)	Expenditure Document	CL-49 (5-26-50)
Commodity Purchase Form 4(2-23-49)	Purchase Agreement Settlement (Dispose of also the undated edition printed prior to 1949)	Commod. Purch. 4(12-6-49)
FDA-357	Federal Appeal Grade Certificate - Flat or Roll	GR-158 & GR-158-1
FDA-660	Notice of Results of Review	CN-323
FP-6(7-26-48)	Claim for Reimbursement	FP-6(Rev.)
FV-283	Purchase Record	
*GRain-145(3-11-46)	Intermarket Inspection Slip	GR-145(4-25-49)
PMA-L-31(1-12-50)	Employee Suggestion	PMA-L-31(6-2-50)
PMA-459(3-1-48)	Monthly Rept. of Approp. Fund Transactions	PMA-459(4-14-50)
PMA-460(3-1-48)	Monthly Report of S/D or Gen'l Funds	PMA-460(4-17-50)
PMA-461(3-1-48)	Monthly Report of Trust Fund Transactions	PMA-461(4-17-50)
SS-79	Adjudication Record	
SS-87	Bill of Sale	

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

Agriculture - Washington

DISTRIBUTION: A, B.

